

Weekly Report for Week Ending 1 October 1958
from
RECORDS DISPOSITION BRANCH

1. Contributions

- ✓ a. Office of Communications/Personnel Office Shelf Filing [REDACTED] 25X1A9a

Requisition has been placed with the Office of Logistics for 14 sections of shelving with a filing capacity of 280 linear feet, an increase of 30% over the capacity of equipment now in use. Floor space requirements for filing equipment will be reduced by 35%. Filing equipment including eight 4-dr. safes will be released and have a replacement value of \$4,494. Project is complete, but follow ups will be made until equipment is installed and in use.

- 9 b. Office of Logistics/Passenger Movement Branch/Equipment Modification and Improvement. [REDACTED] 25X1A9a 25X1A9a

Suggested the use of Sorting Files Sections to Capt. [REDACTED] to be used for storage and indexing of blank forms. The suggestion was accepted and the equipment will be ordered. This suggestion has been coordinated with Miss [REDACTED] ARO/OL. No monetary savings will be realized but filing and finding problems will be simplified. Project Complete. 25X1A9a

- ✓ c. Office of Communications/Engineering Division [REDACTED] 25X1A9a

A requisition for a rotary file has been submitted to Office of Logistics. This unit will hold approximately 75,000 5x8 cards and is expected to increase filing efficiency by 50%. The rotary file will eventually replace filing equipment worth \$1,350.

2. Assignments

- a. Shelf Filing

- ✓ Office of Central Reference/IR Mock-Up [REDACTED] 25X1A9a

The Saf-T-Stak Card filing equipment has been delivered by the vendor and installation is progressing satisfactorily. Mr. [REDACTED] of the Building Planning Staff requested 14 additional 2-drawer safes to be used in the areas. Since the Remington Rand type was needed a switch was arranged with ORR who will receive the HHM type. 25X1A9a

- ✓ Records Management Survey/Office of Personnel [REDACTED] 25X1A9a

No change from previous report.

b. Filing Systems

25X1A9a

✓ Office of Personnel/Contract Personnel Division/Card Index [REDACTED]

25X1A9a

A proposal which provides for the use of Rol-Dex Card filing equipment was presented to Mr. [REDACTED], Chief, Contract Personnel Division. An explanation of the equipment, its use, and advantages was presented to the Office force.

Providing a secured area for the equipment would be accomplished by building a cage effect using strap iron and expanded metal. The Office of Security has indicated that this type of an area can be used but final determination depends on the physical fitness of the building concerned.

25X1A9a

In this particular instance equipment and the secured cage would cost about \$700, the actual cost of the equipment being \$583. Mr. [REDACTED] will decide on the suggestion and let us know of his decision in a few days.

✓ Installation of Subject-Numeric Files in OP [REDACTED]

25X1A9a

Status - 12 installed; 3 under way as follows:

- a. Employee Relations Branch - Completed folders and guides, converted 1957 material. Suspended until 6 Oct. due to UGF Drive.
- b. IAS Pool - Began 30 Sep. Screened material; retired 2 cu. ft. and released 3 legal safes for turn-in.
- c. Mobilization Staff - Outlined plan with supervisors and screened material.

25X1A9a

✓ Records Systems - Security Staff, New Building [REDACTED] and [REDACTED]

25X1A9a

Visited the New Building Site to instruct the workmen as to removing partitions, plumbing, lighting, etc., in the temporary building to house the Security Staff in order that the layout for the processing can be started. Met with the photographer to discuss his needs in work space and storage equipment. Equipment necessary to get the pool started on making up kits has not arrived yet.

25X1A6d

Office of Communications [REDACTED] [REDACTED]

25X1A9a

25X1A9a

✓ Use of the Mosler Single Wheel Revo-File has been ^{suggested} made to Mr. [REDACTED] at [REDACTED]

25X1A6d

This Unit will house 5000 cards which is about one half of the present volume. Only one unit was suggested because of the unstable status of the system and procedures at this time.

25X1A9a

FOIAb3b1

✓ [REDACTED]

No change from previous report.

Office of Logistics/Stock Management [REDACTED]

25X1A9a

✓ No change from previous report. Waiting for Supply Catalogues from Army Ordnance.

c. Records Schedules

✓ Medical Office [REDACTED] 25X1A9a

25X1A9a

Mr. [REDACTED] and I met with members of the Administrative Staff to resolve a controversy existing on the destruction of certain Medical files in the Records Center. A solution was arrived at to the satisfaction of all members. The audit of the Records Disposition Program is scheduled to begin next week.

✓ Records Disposition Program - OCR [REDACTED]

25X1A9a

Attended meeting of Division Records Officers (OCR) and briefed them on the revision of their Records Control Schedules which is just getting started. Mr. [REDACTED] reported on the cleanup campaign just completed and initiated a project to review holdings at the Records Center to reduce the volume of OCR retired records. An informal records disposition reporting system was established where the Division Records Officers would be called each month to furnish statistical information on records destruction, procurement and turn in of filing equipment and forms initiated.

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3. Vital Materials

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a. ✓ A revised Vital Materials Deposit Schedule, approved by Mr. [REDACTED], DAD/ONE, was received this week. In accordance with the revised retention periods the repository was able to withdraw and destroy 372 documents totaling 3 cu. ft.

25X1X8 [REDACTED]

25X1A9a

b. Captain [REDACTED] DD/P, accompanied ORR/Map personnel to the Repository to view maritime documents, maps, charts, etc. If he is satisfied with the coverage DD/P will rely on ORR for depositing this type of material and will not include maritime materials in future deposits.

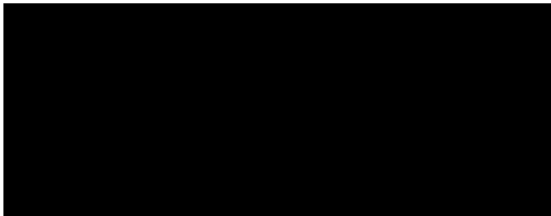
25X1X8 [REDACTED]

c. ✓ A meeting was held with Mr. Gorman, Atomic Energy Commission, to discuss Vital Materials. A sterilized copy of the Vital Materials procedure and forms used in conducting the program were given to Mr. Gorman. He extended an invitation to us to visit the new AEC building at Germantown.

d. There was no microfilming of Vital Materials during the past week. All filming projects are current except OCR/GR photo file. The camera to be used on this project must undergo further adjusting before filming can start. Film to be used on this project has not been received as yet.

4. News

- 25X1A6a ✓ a. The Office of Security has approved a cage type secured area which will be installed in [REDACTED] for over-night storage of Rol-Dex filing equipment. This method of securing specialty type filing equipment can be used where construction characteristics of the building meet Security requirements and will be much cheaper than securing an entire room in many cases. This type of storage area may prove to be practical when the filing equipment used is mobile. [REDACTED] 25X1A9a
- 25X1A9a b. Mr. [REDACTED] toured the IR Mock up of New Building Space in RISTA to observe the shelf filing installation.



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